

DEPARTMENT OF THE ARMY
HEADQUARTERS COMPANY, 306TH MILITARY INTELLIGENCE BATTALION
112TH MILITARY INTELLIGENCE BRIGADE
FORT HUACHUCA, ARIZONA 85613-6000

ATZS-BDN-H

28 February, 2001

MEMORANDUM FOR RECORD

SUBJECT: Headquarters Company Unit Safety Standing Operating Procedures (SOP)

1. Purpose: The Headquarters Company Occupational Safety and Health Program will be implemented at all levels by integrating program elements to the mission of each organization and by adapting established programs to ensure acceptance by personnel assigned to each element.
2. Scope: This SOP applies to all soldiers assigned or attached to Headquarters Company, 306th MI BN.
3. References:
 - a. AR 385-10, 23 MAY 88, Army Safety Program
 - b. AR 385-40, 1 NOV 94, Accident Reporting Records
 - c. AR 385-55, 12 MAR 87, Prevention of Motor Vehicle Accidents
 - d. DA Pam 385-1, 22 SEP 93, Unit Safety Management w/Change 5
 - e. TB Med 81 w/Changes 5 and 7, 30 SEP 76, Cold Weather Injuries
 - f. FH 385-1, w/Change 1, 17 APR 97, Ft. Huachuca Safety Program
4. Responsibilities:
 - a. COMPANY COMMANDER:
 - (1) Appoint on orders one Safety NCOIC and Each directorate Safety NCO Alternate.
 - (2) Conduct, along with the Co. Safety NCOIC when possible, quarterly safety inspection to ensure safe condition of tools, equipment, personnel, billet areas, motor pool areas, and work areas.

(3) Administer, along with the Co. Safety NCOIC when possible holiday safety briefings prior to any long weekend, holiday period or field training exercises.

(4) Ensure the following safety orientations and training are implemented:

A) Winter driving hazards (October).

B) Carbon Monoxide poisoning and cold weather injuries (October).

C) Defensive driving (Military and POV)(Annual).

D) Drinking and driving/drug use (Holiday/weekend briefings).

E) Mandatory seatbelt law (Holiday/weekend briefings).

F) Use of ground guides (Deployment/convoys).

G) Water safety (April/May).

H) Two man rule (periodically).

I) Hearing conservation (periodically).

b. COMPANY SAFETY NCOIC:

(1) Implement policies and procedures of the safety program.

(2) Advise the commander on all matters relating to safety.

(3) Conduct quarterly safety inspections to ensure safe condition of equipment.

(4) Inspect personnel billets, and work areas using the accident prevention and inspection checklist.

(5) Conduct POV inspections prior to holidays and long weekends.

(6) Maintain an up to date company safety SOP.

c. SECTION SERGEANTS:

(1) Keep section updated on all existing, new and additional safety standards.

d. ALL COMPANY SOLDIERS:

(1) Any soldier can stop an unsafe act. The activity will not continue until the soldier in charge ensures that the act is safe.

- (2) All soldiers are responsible for compliance with safety regulations, policies and safe working practice pertaining to their working areas.
- (3) Soldiers will promptly report to their supervisors unsafe equipment and unsafe habits of fellow soldiers.
- (4) All soldiers must report all injuries to their first line supervisor immediately in order to facilitate preparation of a report and to obtain proper medical treatment.

*****ALL SOLDIERS ARE SAFETY OFFICERS*****

5. TACTICAL & FIELD TRAINING SAFETY:

Elements of Headquarters Company have experienced injury while moving to, participating in, and returning from field exercises. Prior to participating in any field exercise the Company Commander will review the safety requirements contained in DA Pamphlet 385-1, Appendix F., conduct a risk assessment, and conduct pre-exercise safety training, including safety measures for vehicles and equipment. Continuous supervision and enforcement of prescribed field safety regulations are mandatory of all personnel. Additional safety guidance will be included in the Personnel Annex of the commanders Exercise Operational Order.

6. RANGE SAFETY:

Range Safety Officers/Safety Officers will be qualified to perform their assigned duties. All soldiers qualified by range control will furnish the company training NCO a copy of the test results if range control releases them. Company training NCO will furnish 1SG a complete list of those soldiers qualified so as to make the appropriate additional duty orders.

7. OFF-DUTY SAFETY:

The Company Commander will ensure soldiers are given a safety brief prior to every weekend. The main emphasis will be to remind soldiers of the dangers and consequences of drinking and driving. Soldiers will also be reminded of the buddy program and all soldiers will carry a card that contains phone numbers of their chain-of-command. During summer and winter, soldiers will be reminded of the dangers of the season (i.e. winter driving for winter, swimming in unauthorized areas during the summer). The beginning of any holiday period, the Company commander will assemble the personnel for a pre-holiday safety orientation. Such an orientation will include a warning of the dangers to be encountered and of the precautions that must be taken by all to avoid accidents during the duration of any holiday period. Seasonal safeguards will be covered as appropriate. Normally this includes a warning about highway conditions that exist during the height of the summer and winter vacation period as well as cautions about the danger of swimming in unauthorized bodies of water in summer. Emphasis will be placed on the prevention of seasonal sports injuries,

which can be avoided when rules of play are enforced. Training will be recorded and forwarded to the Safety NCOIC and training NCO.

8. OFFICE SAFETY:

Work area supervisors will conduct daily inspections to eliminate on-the-job hazards. They will initiate work order request and maintain a follow through suspense system to eliminate physical hazards which they cannot correct. They will insure that assigned personnel observe and comply with existing fire and safety precautions.

9. FIRE PROTECTION:

See Headquarters Company Fire Protection SOP

10. SAFETY AWARDS:

See Headquarters Company Safety Awards Program SOP

11. HEARING CONSERVATION:

- a. See Headquarters Company Hearing Conservation Program SOP
- b. The department of the Army is very much concerned about hearing loss among Army personnel. The prevention of hearing loss from exposure to noise involves the coordinated application of hearing control measures supplemented by the education, supervision, and discipline of personnel. To ensure that a concerned effort is made to combat this problem in Headquarters Company, a Hearing Conservation Program will be established as a part of the unit safety program. The unit safety officer will make coordination with local Army hospital for technical assistance.

12. RESPIRATORY PROTECTION:

- a. The protection of the human respiratory system in the US Army work place is an important part of the overall occupational safety and health program. Exposure to dust and chemicals can cause serious short term and /or long term chronic disabilities. To control these exposures: Company safety officer will identify all respiratory control areas. After the areas have been identified, supervisors will be advised of the potential dangers involved, type of exposures, and the recommended respiratory protection required. Respiratory protection will not be the proper type of permanent solution for exposure that can be eliminated by heat installation of the proper type ventilation.
- b. Supervisors will:
 - (1) Ensure all respiratory protection areas have been posted.

(2) Personnel issued and briefed on the proper use and care of the respirators.

(3) Unauthorized personnel are not exposed to dusts, mists, gases and fumes.

13. DRIVERS TRAINING:

- a. Drivers training will be coordinated through the Company training NCO.
- b. Drivers training will be conducted at the Post Motor Pool.
- c. All records of training will be furnished to the Company training NCO.

14. PREVENTION OF COLD INJURY:

- a. Cold injuries are preventable by proper indoctrination of personnel and by adequate planning. Prevention of cold injury is a command responsibility.
- b. Wind chill is an important factor in the cause of cold injuries. In dispersed and rapidly moving combat situation, individual commanders at all levels must be trained to recognize environmental conditions, which can produce cold injury, and to take the measures necessary to prevent casualties.
- c. Prompt and correct first aid treatment for cold injury can prevent serious complications. Guidance to assist commanders in the prevention of cold injuries is found in DA Pam 21-52 and TB MED 81, FM 21-10, FM 21-11, FM 31-70, TM 10-275.
- d. Cold weather injury prevention is a constant activity. Leaders must identify prior cold weather injuries on their soldiers and closely monitor all soldiers for signs of a cold weather injury. Cold Weather Injury Prevention Training will be conducted NLT 15 October of each calendar year.

15. WARM WEATHER INJURY PREVENTION:

The company will initiate safety-training classes for all members in the company and ensure adequate training is provided. Recommended subjects to be covered are effects of direct sun exposure on human body, dangerous summer temperatures, proper clothing for sun protection, correct eating and drinking during hot weather, heat cramps, heat exhaustion, heat stroke, and the danger of swimming when the body is overheated. The Preventive Medical Section of the local military hospital and the Division safety specialist should be involved in the formulating of a good training program. Warm weather injury prevention training will be conducted NLT 1 June each calendar year.

16. PREVENTION OF CARBON MONOXIDE POISONING:

The high number of deaths occurring annually from carbon monoxide poisoning points out the need for constant emphasis on prevention measures against this hazard. Personnel are

exposed to carbon monoxide in their daily activities more than any other toxic gas. Proper training of all employees in procedures to avoid poisoning is a responsibility of all leaders and supervisors. This training will be conducted NLT 15 October each calendar year.

17. WATER SAFETY TRAINING:

The prevention of accidents involving water sports is normally a seasonal hazard, which must be stressed by the commander prior to the beginning of the outdoor swimming and boating season. Indoor swimming pools pose less danger to experienced swimmers yet can be dangerous for other swimmers and minor children unless swimming activities of these persons are closely supervised. Swimming, boating or water skiing accidents that involve US Force's personnel frequently happen when the victim swims in an unauthorized body of water or fails to take the prescribed safeguard for boating and water skiing, which require the use of life preservers. Almost all drowning involve soldiers using alcohol while swimming in off limits rivers, ponds, lakes or streams. Guidance on this subject is contained in AR 385-15 and TC 21-21. This training will be conducted NLT 30 May each calendar year. Company safety NCOIC will ensure that local listings of authorized swimming areas for each location are published NLT 20 May of each calendar year.

18. INVESTIGATION AND REPORTING OF ARMY ACCIDENTS:

One of the major safety challenges facing personnel in the United States Army today is the prevention of motor vehicle accidents. Wherever vehicles of Headquarters Company operate, whether they are military or privately owned, the operators must demonstrate defensive driving techniques that reduce the potential of accidents to themselves and others. Belligerent, aggressive or reckless driving on the part of our operators will not be tolerated.

- a. Investigation and accident reporting will be done IAW AR 385-40 and FH Interim Policy on Safety Program. The commander or supervisor directly responsible for the operation, material, or person(s) involved in an accident will ensure that:
 - (1) All accidents are investigated to obtain the facts and circumstances.
 - (2) The appropriate forms are correctly filled out. These may include DA Form 285 (US Army Accident Report); Department of Labor Forms CA-1 (Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay Compensation), and CA-2 (Federal Employee's Notice of Occupational Disease and Claim for Compensation), and CA-16 (Authorization for Examination and/or Treatment). DA Form 285 will be forwarded to ISO no later than 21 calendar days following the date of the accident. Reports will be reviewed at each level of the unit, directorate and activity chain of command.
- b. Minimum requirements for accident reporting:
 - (1) Seek medical aid through the Clinic/Aid station for all injuries and illnesses incurred during duty hours. Forward a completed DA Form 285 to ISO through

command channels for all occupational illness, injuries or fatality which result in the soldier's absence from duty at the next duty day.

- (2) Seek medical aid through Clinic/Aid station or Emergency Room as appropriate. Submit the shaded portion of DA Form 285 for military off duty, nonfatal injury that causes loss of time from work beyond the day or shift on which it occurred.
- (3) Submit a fully completed DA Form 285 for fatal injury to off duty military personnel.
- (4) For civilian injuries, contact ISO and follow FH Reg. 600-14.
- (5) For property damage over \$2000 to Army property, the owning unit will submit a fully completed DA Form 285 through channels to ISO.

c. Investigations:

- (1) Class A Accident: total cost of property damage and personnel injury or occupational illness is \$5000 or greater, or an injury or occupational illness that results in a fatality or permanent total disability.
- (2) Class B Accident: Total cost of property damage and personnel injury or occupational illness is between \$1000 and \$5000, or an injury or occupational illness that results in a permanent partial disability or hospitalization of five or more personnel in a single occurrence.
- (3) Accidents that do not meet the above criteria do not require a Centralized Accident Investigation of Ground (CAIG) Accident Report, but may require a DA Form 285.
- (4) Accident Notification: During duty hours, the first person to become aware of a class A or B accident will notify their next higher chain of command and the ISO at extension 8-2162/2163. After duty hours contact the MP Operational desk at extension 3-2181. Accident information should include:
 - (A) Date and time of accident.
 - (B) Name, rank, SSN, and unit of personnel involved.
 - (C) Extent of injuries/damages and locations.
 - (D) Type and location of accident and disposition of injured persons and damaged property.
 - (E) Hazardous/sensitive materials involved.

(F) Weather conditions at time of accident.

(G) Brief synopsis of event. (Include whether or not alcohol/drugs were involved. For motor vehicle accidents, state if seat belts were used.)

(H) Point of contacts and telephone numbers.

(5) For detailed information on Accidents Investigation Boards see Chapter 5, FH Interim Safety Policy.

19. HAZARDOUS COMMUNICATION:

See Headquarters Company Hazardous Communications SOP.

20. SAFETY COLOR CODE MARKINGS AND SIGNS:

The use of various standard colors, signs, and symbols to mark or identify hazardous conditions has proven to be effective in promoting the recognition of specific hazards by association. However, the marking of a physical hazard by a standard color warning should never be accepted as a substitute for the complete elimination of the hazard when possible. AR 385-30 prescribes the standards, which will be used in the marking of fire protection equipment, danger areas, physical hazards, first aid and electrical hazards.

21. ENFORCEMENT OF SAFETY RULES AND STANDARDS:

Supervisors are responsible for enforcing safety standards and regulations. They must issue occupational safety directives that will serve as guides for their personnel. When these directives are not issued and enforced, responsible personnel are actually condoning conduct that leads to preventable accidents.

22. PROTECTIVE CLOTHING AND EQUIPMENT:

29 CFR 1910 and AR 385-32, demands that commanders and supervisors require the use of protective clothing and equipment as a means of preventing or minimizing injuries to personnel or damage to equipment and property. Most items of personnel protective clothing and equipment are authorized by CTA 50-900. Several hundred items of protective clothing and equipment which have proven to be effective in reducing accidents involving either personnel injury, property damage or both, may found in DA Pamphlet 385-3. Items described therein include, respiratory protection, hand, face, ear, and eye protection, body and footwear protection electrical protection against radiant and light energy, fuels, materials handling and storage, fire, heat and explosion, maintenance, and protective sportswear. The commander and supervisors will require the mandatory wearing of personnel protective clothing and equipment when the items are necessary to protect personnel from occupational diseases and/or trauma and where the items are necessary or the safe operation of the mission or task, and/or protection of other personnel, government equipment, material or property.

23. SAFETY CODES AND STANDARDS:

General safety standards and codes issued by recognized authorities such as the American National Standards Institute, National Bureau of Standards, Interstate Commerce Commission, National Fire Protection Association, Department of Transportation and Department of Labor will be used in the formulation of safety requirements. When such standards and codes not required by law conflict with the requirements of the Army publications, the provisions of the Army publications will apply. In this connection field manuals and technical manuals published by Department of the Army are excellent safety manuals. They offer best advice available to the commander on a wide range of subjects.

24. MATERIAL HANDLING EQUIPMENT:

No person assigned to Headquarters Company will operate any material handling equipment unless they possess an Operator Permit (Standard Form 46). The permit will indicate the type of equipment the individual is qualified and authorized to operate. When operating MHE, the operator will have a valid SF 46 in his/her possession. All Operators' Permits will be issued in accordance with TB 600-2. DA Form 348, Driver's Qualification Record is a permanent record and will become part of the MHE Operator's file. This record will be maintained in the company to which the individual is assigned. Entries will be made on DA Form 348 in accordance with procedures established in AR 385-55 and TM 21-300. Hearing protection will be worn on all MHE that exceeds the 85 DBA noise level. Respiratory and sight protection will be worn as environmental conditions warrant.

25. MARKING OF VEHICLES TRANSPORTING DANGEROUS CARGO:

Army motor vehicles transporting explosives or other dangerous cargo will be marked in compliance with Army Regulations.

26. FIREARMS AND AMMUNITION:

The prevention of accidents involving firearms and ammunition concerns all commanders at every echelon. The following general rules are included in the unit standard operating procedures:

- a. The handling of weapons or ammunition will be under the supervision of a competent person who understands thoroughly the hazards and risks involved.
- b. Individuals will always regard weapons as being loaded and will never point the weapons at personnel unless the intention is to shoot.
- c. When blank ammunition is being fired, individuals will not aim or point the weapons at approaching personnel within 50 yards. Blank and live ammunition will not be stored or issued at the same time.

- d. Ammunition will not be inserted into the chamber or firearms until orders or performance of duty requires the firing of the weapon.
- e. Ammunition will be safeguarded at all times. Ammunition found in training areas will be treated as live and dangerous. Such discoveries will be marked and reported to ordnance disposal units.

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